

JOB ANNOUNCEMENT

POSITION: Legal Secretary I
HIRING RANGE: 34 -38/\$11.82 - \$13.16
LOCATION: Guardian ad Litem Office - Salt Lake City
TYPE OF POSITION: Full time with benefits
CLOSING DATE: Nov. 7, 2005, at 5:00 pm

APPLICATIONS OR QUESTIONS SHOULD BE DIRECTED TO:

Human Resources
450 S. State St.
P.O. Box 140241
Salt Lake City, UT 84114
801-578-3890 (phone)
801-238-7814 (fax)

TYPICAL DUTIES: Under general supervision of an Attorney Guardian ad Litem, performs legal secretarial duties which may include:

- Typing initial drafts of legal opinions, editing final drafts of legal opinions with strict attention to writing syntax and mechanics and to format and citation conventions, and distributing opinions to law publishers.
- Transcribing motions, petitions, and correspondence.
- Composing routine correspondence, maintaining files and records of opinions, tracking pending cases, ensuring compliance with internal operating procedures and maintaining files and records of opinions.
- Handling all telephone communications and establishing and maintaining a filing system as well as retrieving legal references from law library.
- Performing related duties as assigned.

MINIMUM QUALIFICATIONS: Graduation from high school or equivalent and four years of related experience as a legal secretary, or any equivalent combination of education and experience. Typing at 75 wpm, must be WordPerfect literate. The successful candidate will possess working knowledge of legal terminology, legal document formatting, and some knowledge of legal research procedures.

APPLICATION AND OTHER INFORMATION: Applications may be obtained at the Administrative Office of the Courts, 450 So. State, SLC, the Dept. of Workforce Services, or may be downloaded off the Internet at www.utcourts.gov Applications should include a resume.

Please mail/fax a separate application for each position you are applying for.

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.